

## **Instructions**

### **General instructions/definitions 2010**

Please call the Library Development Office with any questions at 317-232-3681 or 1-800-451-6028 or email [ldo@library.in.gov](mailto:ldo@library.in.gov) or [ehuffman@library.in.gov](mailto:ehuffman@library.in.gov).

@ indicates question is related to standards

All information in the annual report is a matter of public record and much of it is published on the World Wide Web.

Give most current information for:

Respondent identification,

Hours of operation,

Assessed valuation and tax rate,

Library board members, and

Hourly salary for salary section (dollars and cents required) and benefits.

All other information should be for report (previous) year.

- If the exact data are not known for any item, please estimate data. Estimates are very important. Enter "0" if the correct entry for an item is zero or "none". Enter "N/A" if you know a particular data item is not "0" but you don't know what it is and are unable to estimate it.
  - Enter all dollar amounts as whole dollars, no cents. Round up to the next dollar for 51 cents or more, round down for 50 cents or less.
  - Library Code – unique, 4-digit number assigned to your library system by the Library Development Office, Indiana State Library
  - Public Library (Institute of Museum and Library Services (IMLS), Public Library Cooperative System (PLSC) definition) - A public library is established under state enabling laws or regulations to serve a community, district, or region, and provide at least the following: an organized collection of printed or other library materials, or combination thereof; paid staff; an established schedule in which services of the staff are available to the public; the facilities necessary to support such a collection, staff, and schedule; and supported in whole or in part with public funds.
- PLEASE READ INSTRUCTIONS and DEFINITIONS, AS SOME HAVE CHANGED, and OTHERS HAVE BEEN CLARIFIED.

#### **Part 1 - General Information**

##### **Respondent Identification**

Provide the most current information available.

Report Mail address ONLY if different from Street Address.

Please contact the Library Development Office with updates for this information throughout the year, as this information is used to update both the print and on-line directories.

Administrative Entity – This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction/library district. The administrative entity may have a single outlet, or it may have more than one outlet .

A. Library Code – The four digit code which the Indiana State Library has assigned your library

B. Library Director – The name of the current or interim director.

C. Library Name – This is the legal name of the administrative entity.

D. Street Address – This is the complete street address of the administrative entity

E. City – This is the city in which the administrative entity is located.

F. State is pre-filled, as Indiana is the only possible response.

G. Zip + 4 - This is the standard five-digit postal ZIP code and four digit postal ZIP code extension for the street address of administrative entity

H. Mailing Address – This is the mailing address of the administrative entity

I. Mailing City – This is the city or town of the mailing address for the administrative entity.

K. Mailing Zip + 4 - This is the standard five-digit postal ZIP and four digit postal ZIP code extension for the mailing address of administrative entity

@L. Phone: This is the main telephone number of the administrative entity.

@M. FAX. This is the main facsimile number of the administrative entity.

O. Dial-in Access Number – Telephone number which patrons must use to dial in to your library catalog, if that service is offered.

P. Congressional District #– Number of the United States House of Representative District in which the library district headquarters is located. Indiana currently has 9 districts.

@Q. Public Library E-mail Address – This address is published in the public library directory, both print and on-line. This address may be a general address or the director's address, at the library's choice.

@R. World Wide Web Address - This is the Web address of the administrative entity.

S. Time and Day of the Month of Regular Library Board Meetings – For example, 7:00 pm, 3rd Wednesday.

T. Friends group: A group organized to raise funds for library services.

U. 50(c)3 Friends group: a group organized under the IRS 501(c)3 designation, to whom tax-exempt donations may be made for the benefit of the library and which legally may receive and sell materials withdrawn from the library collection for the benefit of the library.

V. Person Preparing the Report – The name of the person to whom questions about the report should be directed.

W. Time zone in which library district headquarters is located. – Indiana is in 2 time zones, 80 counties on Eastern Time, 12 counties on Central Time. Please indicate the time zone the library district headquarters is located in, officially.

Main Library – Central Building/Library

Outlet –Central library, bookmobile or branch library. An outlet is a unit of an administrative entity that provides direct public library service.

(1a) Central Building/Library - A single outlet library, or the library building which is the operation center of a multiple outlet library. Usually all processing is centralized here and principal collections are housed here. It is synonymous with main library.

(1b) Date of most recent structural addition or alteration to current central building. – This refers to a structural change to the building which may also result in additional square feet.

(2) Square Footage – Report the total area, in square feet, of the central library. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the central library, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the central library has use of that area.

(3) Construction Project – Information is collected on new building projects or remodeling of your current building(s).

(4b) Starting a construction project – Ground has been broken.

(4c) In the midst of a construction project – The project is at least 10% completed.

(4d) Project is considered completed when library has received the "Certificate of Substantial Completion" (AIA Document G704). Library Development Office uses this information for the annual Library Journal construction information issue. Remodeling is defined as structural change to the building, not renovation by carpeting, painting or other cosmetic work.

(4e) Non-building capital project includes but is not limited to: gazebo, parking lot, cosmetic wall, landscaping. It is a project which does not change the structure of a library central or branch building.

(4f) Interior renovation. This would include but is not limited to: painting, carpeting, carpenter work, cabinetry. It is a project which does not change the structure or interior space of a library central or branch building.

(5a - n) Daily Schedule for Central Library Only - Please record hours open for the Central Library only. Record the regular hours open during the year in a typical week.

(5x) Public Service Hours Per Year – This is the sum of annual public service hours for outlets (library systems with only one building and those with multiple bookmobiles and/or branches).

@(5) Total Regular Weekly Hours – For the central library only. This is the total weekly hours during which the library is open for the majority of the year.

**\*\*NEW\*\***5a. Number of Weeks the Library is Open – Include the number of weeks open for public service. The count should be based on the number of weeks that a central library was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

**\*\*CHANGED\*\***@(6) Total Evenings Open after 6 :00 p.m. Each Week – Standards require that a library system be open for varying evening hours after 6:00 p.m., depending on the population of the library district.

(7) How many Sundays were you open last year – Please list the number of Sundays you were open in the previous year.

#### Branch Information

Branch Libraries - Auxiliary units with separate quarters, a permanent, organized collection of library materials, a permanent paid staff, and a regular schedule for opening to the public. Do not report as a branch any facility, separate from another branch or the central library, which does not meet all 4 of the preceding criteria. Any facility which operates with volunteer staff only does not qualify as a branch for state or PLSC purposes.

(AA) Do you have a branch? – If yes, please enter branch information, it is required. If no, please enter 0 in 8aa.

DO NOT ENTER ANY OTHER INFORMATION IF YOUR SYSTEM DOES NOT HAVE A BRANCH!

(8c) Have you closed a branch or branches? Answer “yes” if your system permanently closed a branch in 2010 (not for remodeling) or “no” if you did not.

(8cc) If yes, name of branch(es) closed. Please list the name(s) of any branch or branches permanently closed in 2010 (not for remodeling).

A. Branch Name – Please use the official name of the branch.

B. Street Address – This is the complete street address of the branch.

C. City – This is the city in which the branch is physically located.

D. State

E. Zip + 4 - This is the standard five-digit postal ZIP code and four digit postal ZIP code extension for the street address of branch.

F. Mail Address – List only if different from the street address. This is the mailing address (if different from the street address) of the branch. Include city and zip +4.

G. Square Footage – Report the area, in square feet, of the branch. Report the total area in square feet for each branch separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

H. Year Built – List the year the building housing the branch was completed. If unknown, use N/A.

I. Year of Addition or Alteration – List the year of completion of addition or alteration to the building. If unknown, use N/A.

L. Total Hours Open Per Week- Please list the current weekly hours open.

@M. Internet Access - Report the branch as providing Internet access only if one or more of the following services is accessible: World Wide Web (WWW), telnet, gopher, file transfer protocol (ftp), or community network. Do not answer "YES" if the branch has access to electronic mail only.

N, Report type of Internet access. List only the bandwidth available (that is, if you have a T1 but it's turned down to 128K, list 128K, etc.) The choices are available from a drop box menu.

@O. Speed of Internet Access. - Report the speed of the internet access.

@P. Does this branch have a wireless hub? A wireless hub at each fixed location is required to meet Exceptional/Exemplary standards.

**\*\*NEW\*\* Q. Number of Weeks the Branch is Open – Include the number of weeks open for public service. The count should be based on the number of weeks that a branch library was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a branch library was open half or more of its scheduled hours in a given week, round up to the next week. If the branch library was open less than half of its scheduled hours, round down.**

(8aa) Total Number of Branches

(8b) Total Annual Hours of Branches – Add the weekly hours of each branch and multiply by 52. This is automatically computed within the program.

#### Bookmobile Information

Bookmobiles - A bookmobile is a traveling branch library consisting of a truck or van that carries an organized collection of library materials, paid staff, and regularly scheduled hours for being open to the public. Vehicles used are counted, not the number of stops the vehicle makes

(BB) Do you have a bookmobile? If yes, please enter bookmobile information, it is required. If no please enter 0 in 9aa.

DO NOT ENTER ANY OTHER INFORMATION IF YOUR LIBRARY DOES NOT HAVE A BOOKMOBILE! .

B. Street Address – This is the complete street address of the Bookmobile storage location. This will often be the administrative entity address.

C. City – This is the city in which the bookmobile is housed. This will often be the administrative entity address.

E. Zip + 4 - This is the standard five-digit postal ZIP code and four digit postal ZIP code extension for the street address of the bookmobile storage location. This will often be the administrative entity address.

F. Mailing Address – List only if different from the street address. This is the mailing address (if different from the street address) of the administrative entity (or bookmobile storage location). Include city and zip +4.

G. Phone – Report only if is specific to the bookmobile. Leave blank if it is the same as for the administrative entity.

H. Fax – Report only if it is specific to the bookmobile. Leave blank if it is the same as for the administrative entity.

I. Total Hours Open per Week - List the weekly hours the bookmobile is in service to the public.

**\*\*NEW\*\* J. \*\*NEW\*\* 9b. Number of Weeks the Bookmobile is Open– Include the number of weeks open for public service. The count should be based on the number of weeks that a bookmobile was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to**

the nearest whole number of weeks. If a bookmobile was open half or more of its scheduled hours in a given week, round up to the next week. If the bookmobile was open less than half of its scheduled hours, round down.

(9aa) Total Number of Bookmobiles

Part 2 – Registrations

(10) Total Number of Resident Registered Borrowers - Report the number of people who have applied for and received borrowing privileges from your library and live in the library district, including areas contracting for library service, as either (a) individual, or (b) family/household. Exclude non-residents who pay for library privileges, PLAC cardholders, Reciprocal Borrowers and Non-Resident Student Borrowers.

(11) Total Number of Non-Resident Registered Borrowers - Record the number of registered borrowers who do not live in your library district or areas contracting for library service. These are people who have applied for and received borrowing privileges from the reporting library, but who do not pay property taxes for library service in any library district. Report each non-resident registered borrower in non-resident registered borrower as either (a) individual or (b) family/household.

(12) Total Number of Reciprocal Borrowers - Reciprocal Borrowers is the number of people, not the number of loans. These loans may be made on the basis of local or statewide reciprocal borrowing agreements, but do NOT include loans made using PLAC cards.

**\*\*REINSTATED\*\*** (12a) PLAC Borrowers – Report the number of people who have used a PLAC card to borrow materials (not the number of PLAC card borrowers in your system, unless the person has used a PLAC card in the report year).

**\*\*CHANGED\*\*** (13) Total Number of Non-Resident Student/School Employee/Library Employee Borrowers – Student/School Employee/Library Employee borrowers is the number of public, non-public school students, school employees and library employees given full price, reduced fee or free or cards, because they live in an unserved area but are in a school district in your library's taxing district and given these cards according to policy. #13 is a subset of #11, which would include ALL nonresident cards sold or given free or at a reduced price.

@(14a) Non-Resident (Registration Card) Fee – Non-resident fee as of July 1 for the report year (or more current date, if available). State law mandates that the library board set the individual fee at \$25 or the operating expenditure per capita of the library for the previous year, whichever is higher. Operating Expenditures Per Capita – Relates total library funds spent for specific purposes to the number of persons the library serves. This fee is required by Indiana State Law. It includes the dollar amount spent on staff, materials, and miscellaneous expenses divided by the library's legal service area population. This figure approximates the average cost per person of running the library. Operating Expenditures Per Capita may be relevant whenever the efficiency of the library's overall operation is an issue. The cost-effectiveness of operations may be demonstrated by relating Operating Expenditures Per Capita to those output measures which best reflect the range of most frequently used services and programs the library provides to its users. It is also important to review this measure if the library's legal service area population changes.

(14b) Date Library Board adopted this fee – The date the board adopted the non-resident fee listed in this report.

@(15) Most Recent Year Patron File was Weeded – Year patron file was reviewed and records deleted due to non-use or other criteria. – PLSC recommends that files should have been purged within the past three (3) years.

@(16) On What timetable is your patron file weeded – New standards require that the patron file be weeded/purged every 3 years. Choose from drop-down box of choices.

Part 3 – Public Libraries and Political Subdivisions Served

Library District – The political subdivision/unit taxed by an individual public library district for library service.

(17a) County name of primary county – Enter the name of the primary county (the county in which the majority of the library district is located).

(18a) County name of additional county – Enter the name of the additional county of the library district or the county of the contractual library district. If the library district is located in only one county and is not a county contractual, 18a may be left blank.

(17b & 18b) Assessed Valuation (AV) - Enter the TOTAL assessed valuation upon which the library tax received in the report (previous) year was based. Show this for the TOTAL library district taxed to pay for services - not contract area. Your County Auditor can provide this information. If your library district is located in more than one county, provide information for both counties. If district is in one county or is not a county contractual, 18b may be left blank.

(17c & 18c) Operating Tax Rate - The library tax rate for local property tax approved one year for collection in the following year. Report the tax rate approved for the report year (generally approved by Department of Local Government Finance (DLGF) the previous year), if available. If your library district is located in more than one county, provide tax rate for both counties. This rate is reported as 4 digits to the right of the decimal point (i.e., .0101) . If the library district is located in only one county and is not a county contractual, 18c may be left blank.

(17d & 18d) BIRF/Lease Rental Tax Rate - Bond and Interest Redemption Fund (BIRF) or Lease Rental Tax Rate approved for collection in the report year (generally approved by DLGF the previous year). Your County Auditor can provide this information. If your library district is located in more than one county, provide tax rate for both counties. This rate is reported as 4 digits to the right of the decimal point (i.e., .0101). If the library district is located in only one county and is not a county contractual, 18d may be left blank.

LCPF – Library Capital Projects Fund is a separate fund for which library districts can levy a tax, to provide for capital projects, approved by DLGF.

(17e & 18e) LCPF Tax Rate - Library Capital Projects Fund Tax Rate approved for collection in the report year (approved the previous year). If your library district is located in more than one county, provide tax rate for both counties. This rate is reported as 4 digits to the right of the decimal point (i.e. .0101).

**\*\*NEW\*\* (17f & 18f) Answer Yes if you rolled the LCPF into the operating rate, No if you did not, NA if your library does not have an LCPF.**

(19) Total Population without contract - The number of people in the political subdivisions/units in your library district who are taxed for library service. Types 1, 2, 3, 4, 9, 11 and 12 are taxed (served) populations and are added together for the library district population. The Library Development Office determines the population based on the most current decennial census. The population is changed between censuses only upon merger with additional political subdivision(s)/unit(s), expansion into unserved units of government or a town/city annexation if the library district's boundaries are the city/town boundaries. This total is automatically computed.

(19a) Total Population with Contracts - The number of people in the political subdivisions/units which contract for library service by your library district. The population does not count in the library district population, since they are served by contracts, which may be renewed or cancelled on an annual basis. This total is automatically computed. The Library Development Office determines the population based on the most current decennial census.

(20a) Political Subdivision/Unit Name: Enter the name of the town/city, township, or county served.

(20b) Type of Political Subdivision/Unit (Served/taxed Units 1, 2, 3, 4, 9, 11 and 12 Only) Report the type of library service area (area taxed by your library to provide library service).

(20c) Population of Political Subdivision (Units served/taxed in 20b Only) – Report the number of people in each political subdivision in your library district.



(20d) Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only) Report the type of library service area (area contracting for library service).

(20e) Population 2000 Census (Units served by contract in 20d Only) Report the number of people in each political subdivision contracting for library.

1. Town/City. Library tax boundaries are the same as town or city boundaries.
2. County-Partial. A county library tax district which covers part of the county in which it is located; the remainder of the county is served by another library district.
3. County-Total. A county library district which includes the entire county in which it is located.
4. Township Merged. Library tax district includes a former town/city district and one or more townships which have merged into a single town-township library district.
5. Township, Partial, Served by Contract. Part of a township is served by a contract with a nearby library district. Township funds to pay contracts may come from the township general fund or other unspecified revenues. Please explain what part of the township is served. Be specific.
6. Township Served by Contract. An entire township is served by a contractual agreement with a nearby library district. The source of funds is unspecified.
7. Township Taxed to Pay Contract. Township levies a specific tax rate upon township property to pay for service received under contract from a nearby library district.
8. Township, Partial, Taxed to Pay Contract. Same as Type 5 above, with the exception that revenues are raised by the township through a direct library tax. Please explain what part of the township is served. Be specific.
9. Township Validated. Same as Type 4 above, with the exception that the township has been taxed and served traditionally throughout the history of the library but no formal merger was adopted or recorded prior to conversion to the Public Library Law of 1947 as a town-township library district.
10. Town Served by Contract. Town served through contractual agreement by a nearby library
11. Endowed. Library was established through and received operating funds from a bequest or endowment; all endowed libraries except the Tyson Library Association Inc., Versailles, also receive some tax revenues.
12. County Contractual. A library tax district formed under Public Library Law IC 36-12-6 that provides library service in conjunction with a previously existing library district.

#### Part 4 – Library Operating Fund Income

- Report only income receipted to the operating fund, except where specified. If funds are receipted to a gift fund(s) or other non-operating fund, do NOT report here.
- Enter all dollar amounts as whole dollars, no cents. Round up to the next dollar for 51 cents or more, round down for 50 cents or less.
- County Contractual Libraries – Combine and report all income from host and contractual library.
- Gifts - Gifts and donations may be receipted to a separate gift fund(s). Do not report any separate gift fund monies in the operating fund.
- Report income actually received in the report year or in January of the next year.
- If the exact data are not known for any item, please estimate data. Estimates are very important.
- Enter "0" if the correct entry for an item is zero or "none." Please enter "N/A" (Not Available) if you know a particular data item is not "0", but you don't know what it is and are unable to estimate it.
- Do not include ANY funds transferred to operating income from another account due to not receiving anticipated tax money or borrowed from a lending institution for the same reason. Only NEW money is reported.

- Do not include the value of ANY contributed or in-kind services.

#### Local Government Operating Fund Income

(28) Local Government Operating Fund Income - This includes all tax and non-tax receipts designated by the community, district, or region for the library operating fund and available for expenditure by the public library. Do NOT include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees not receipted to the operating fund. Report only actual funds received, not anticipated. Report all income, but report income in only one category.

(28a) Property Tax or CEDIT Operating Fund Income - Includes all tax receipts reported on Department of Local Government Finance (DLGF) Budget Order, usually in Fund 0101(General) and designated by the community, district, or region and available for operating fund expenditure by the public library. Include report year monies received in January of the next year. Report Excess Levy here. Your library may have both, if the district crosses county lines.

(28b) CAGIT (County Adjusted Gross Income Tax) Property Tax Replacement Credits (PTRC) - Libraries located in counties that have adopted CAGIT report the allocation actually received in the report year as PTRC. The allocation is usually distributed in May and November. There should be income figures for both CAGIT PTRC and CAGIT Certified Shares if the county in which the library is located has adopted CAGIT.

(28c) CAGIT Certified Shares - Libraries located in counties that have adopted the County Adjusted Gross Income Tax report the allocation actually received in the report year as Certified Shares, usually distributed in May and December. There should be income figures for both CAGIT PTRC and CAGIT Certified Shares if the library's county has adopted CAGIT.

(28d) CAGIT Special Fund - Libraries located in counties that have adopted the County Adjusted Gross Income Tax report the allocation actually received in the report year as Special Fund.

(28e) County Option Income Tax (COIT) - Libraries located in counties that have adopted COIT report the total amount actually received in the report year. It is distributed monthly.

(28f) Contractual Revenue Received for Service - Report income received in the report year through a contract for service from a town, or township, from other libraries, or from other contracts for service.

(28g) Local Option Income Tax (LOIT) – Libraries located in communities that have adopted LOIT report the total amount actually received in the report year.

(28) Total Local Operating Fund Income - Includes all tax and non-tax receipts designated by the community, district, or region and available for operating fund expenditure by the public library. Includes Property Tax Income from the Library Tax Rate, County Adjusted Gross Income Tax (CAGIT) PTRC, Certified Shares and Special Fund, County Option Income Tax (COIT), contractual revenue received from township trustee or other governmental unit official for library service, and Local Option Income Tax (LOIT). This total is automatically computed.

#### State Government Operating Fund Income

(29) State Government Operating Fund Income - All funds distributed to public libraries by State government for the library operating fund for expenditure by the public libraries. Do not report federal income received from the state here. Report all income, but report income in only one category. Sometimes a tax distribution due in December is not actually received by the library until January of the following year. If you receive a tax distribution in January for the report year, report the tax distribution as part of the income for the report year. Report only actual funds received, not anticipated.

(29a) Financial Institutions Tax (FIT) State Government Operating Fund Income - Report the total actual income received in the report year from the State Financial Institutions Tax. This will be listed on the DLGF Budget Program Estimates of Miscellaneous Revenue.



(29b) License Excise Tax State Government Operating Fund Income - Report the total actual state income received in the report year from the (Motor Vehicles) (Auto/Aircraft) License Excise Tax added to the Commercial Vehicle Income Tax (CVET) for a total of the two taxes. This will be listed on the DLGF Budget Program Estimates of Miscellaneous Revenue AND Commercial Vehicle Income Tax (CVET) State Government Operating Fund Income - Formerly a property tax, now a state excise tax on any vehicle which requires a commercial vehicle driver's license. Add the amount received in the report year to License Excise Tax for a total of the two taxes. This will be listed on the DLGF Budget Program Estimates of Miscellaneous Revenue.

(29c) Other State Government Operating Fund Income - Report any other funds not previously reported as received from the State including Intergovernment Wagering Tax and Build Indiana Fund. List source. DO NOT report any funds collected from PLAC cards sold. DO report State Technology Grant Fund grant monies here, if they were receipted into the operating fund.

(29d) Source(s) (of Other State Government Operating Fund Income) – List source(s) of all money received from the State Government not elsewhere reported.

(29) Total State Government Operating Fund Income – Includes Financial Institutions Tax, License Excise Tax, Commercial Vehicle Excise Tax and other state income. This total is automatically computed.

#### Federal Government Operating Fund Income

(30) Federal Government Operating Fund Income - This includes all federal government funds distributed to public libraries for the library operating fund for expenditure by the public libraries including federal money distributed by the State. Report all income, but report income in only one category. REPORT INCOME REIMBURSED, NOT AMOUNT OF GRANT.

(30a) LSTA Grants Federal Operating Fund Income - Report all LSTA grants placed in and expended from operating funds in the report year. REPORT AMOUNT RECEIVED (REIMBURSED), not amount of grant. Although LSTA Grants should go through the library's operating fund, some libraries receipt LSTA grants to a non-operating fund (LIRF, Gift, etc.). If your library's LSTA grants were receipted to a non-operating fund, please name the fund and report the amount.

(30b) Non-Operating Fund (Federal Government Grants) – Report here the name of the fund if an LSTA grant is not receipted to the operating fund but in this fund.

(30c) Amount of LSTA grant placed in Non-Operating Fund – Report here the amount of LSTA grant received (reimbursed) if receipted to a non-operating fund. This amount is not added into Total Federal Government Operating Income.

(30d) Other Federal Grants Operating Fund Income- Report all money received from the Federal Government except LSTA funds. List source, including Experience Work and other programs..

(30e) Source(s) (of Other Federal Operating Fund Income) – List source(s) of all money received from the Federal Government, including SLD/e-rate refund (as from AT&T or other vendor). DO NOT list LSTA funds here. DO NOT list State Technology Grant Funds here (state e-rate reimbursement).

(30) Total Federal Operating Fund Income – Sum of LSTA grants and other federal grants operating fund income. This total is automatically computed.

#### Other Operating Fund Income

(31) Other Operating Fund Income - This includes all operating fund income not reported in Local, State, or Federal Government Operating Fund Income. Do not report Technology Grants here. DO NOT include any contributed services or the value or any non-monetary gifts and donations. Report all income, but report income in only one category.

(31a) Fines and Fees Operating Fund Income – Report all fines and fees including: computer copies, fax, nonresident fees, lost/damaged materials, photocopy fees and anything else that applies.

(31b) Interest on Investments Operating Fund Income - Report any operating income generated from interest on investments.

(31c) Gift Receipt(s) Operating Fund Income – Report only gift funds receipted to the operating fund and appropriated for expenditure from the operating fund. Gifts are NOT required to be receipted to the operating fund; they may be placed in a separate gift fund. Do NOT include the value of donations of books and other library materials and equipment. Do NOT report any separate gift fund monies in the operating fund.

**\*\*CHANGED\*\*** (31d) Private and Public Foundation Grants, Community Foundation and Private Development Operating Fund Income - Report private or public, non-governmental, community and other foundation and private development grant or other monies receipted to the operating fund and appropriated for expenditure from the operating fund. Private and public foundation grants, community foundation grants and private development funds are NOT required to be receipted to the operating fund; they may be placed in a separate fund. **A foundation is a legal categorization of nonprofit organizations that will typically either donate funds and support to other organizations, or provide the source of funding for its own charitable purposes. A private foundation is typically endowed by an individual or family**

(31e) Miscellaneous Operating Fund Income - List source. Include checking account interest, any operating fund refund, and PLAC reimbursement check from the State of Indiana here. DO NOT report State Technology Fund E-rate Grants here. DO NOT include any contributed services or the value or any non-monetary gifts and donations.

(31f) Source(s) (of Miscellaneous Operating Fund Income) – List the source of Miscellaneous Operating Fund Income which does not fit into any other listed category. Include PLAC reimbursement check from the State of Indiana.

(31) Total Other Operating Fund Income – Includes fines and fees, interest on investments, gift receipts, private and public foundation grants, Public Library Access Card (PLAC) and other miscellaneous operating fund income listed on Budget Form 2.

**\*\*CHANGED\*\*** (31d1) Total Private and Public Foundation Grants Operating Fund Income - Report private and public, non-governmental foundation grant money receipted to any fund, including operating, capital, gifts or any other. **. A foundation is a legal categorization of nonprofit organizations that will typically either donate funds and support to other organizations, or provide the source of funding for its own charitable purposes. A private foundation is typically endowed by an individual or family**

(32) Total Operating Fund Income – Sum of Local Government Operating Fund Income, State Government Operating Fund Income, Federal Government Operating Income and Other Operating Fund Income.

#### Part 5 – Operating Fund Expenditure Data

- Enter all dollar amounts as whole dollars, no cents. Round up to the next dollar for 51 cents or more, round down for 50 cents or less.
- **\*\*REVISED\*\* Report actual expenditures, no encumbered funds.**
- Do NOT report encumbered funds.
- County Contractual Libraries – Combine and report all income from host and contractual library.
- Report all expenditures, but report expenditures in only one category.
- Report Technology Grant expenditures in categories in which they were expended.
- Report estimates if necessary or “N/A” if unable to estimate. Report “0” if no expenditure made from a particular category.

- Library Improvement Reserve Fund (LIRF) is a separate fund to which libraries can transfer monies for capital projects. Do NOT report transfers to LIRF as an expenditure.
- Rainy Day Funds is a separate fund to which libraries can transfer monies not currently needed for operating expenses. Do NOT include transfer to Rainy Day Funds as an expenditure.
- Operating Fund Expenditures - The current and recurrent costs necessary to the provision of library service, such as personnel, library materials, binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operating and maintenance of the physical facility.

#### Personal Services Operating Fund Expenditures

(33) Personal Services Expenditures - Personal service is the direct labor of persons in the employment of the library and all related employee benefits. Total expenditures for all salaries/wages for all library staff before deductions and including employee benefits.

(33a) Salaries/Wages for All Staff Operating Fund Expenditure - Category 1 from Operating Budget Form 1. Actual expenditures only, no encumbered funds. Include salaries and wages before deductions but exclude employee benefits.

33b) Employee Benefits Operating Fund Expenditure – Category 1 from Operating Budget Form 1. Actual expenditures only, no encumbered funds. Benefits provided for employees in addition to salaries and wages paid from the library budget, regardless of whether the benefits are available to all employees. Included are amounts spent for direct benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, tuition reimbursement, unemployment compensation, housing benefits and workmen's compensation. All employees should have Social Security listed as a benefit, with the amount paid by the library listed in this section.

33c) Other Personal Services Operating Fund Expenditures – Category 1 from Operating Budget Form 1. - Include fees paid for special counsel, legal service, surveys, expert and other services rendered of which the employment is temporary or on a part-time basis and social security, federal taxes, state taxes, and county taxes are withheld. DO NOT report contracts here. Contracts where NO Social Security, Medicare, and federal and state withholding taxes are withheld are reported in Category 3, Professional Services or Category 4, Repairs and Maintenance.

**\*\*REVISED\*\* (33 IN) Total Personal Services Operating Fund Expenditures– Sum of Salaries/Wages for ALL Library Staff, Employee Benefits and Other Personal Services. Report actual expenditures, no encumbered funds.**

(33x PLSC) Sum of Salaries/Wages for Library Staff and Employee Benefits (33a and 33b).

#### Total Supplies Operating Fund Expenditures

**\*\*REVISED\*\* (34) Total Supplies Operating Fund Expenditures - Category 2 from Operating Budget Form 1. Supplies include commodities which, after use, are either entirely consumed or show a definite impairment of their physical condition and rapid depreciation after use for a short period of time. Include cost of printing of stationery, forms and other office supplies. Report cost of all office, operating, repair and maintenance supplies and other supplies. Report actual expenditures only, no encumbered funds.**

#### Other Services and Charges Operating Fund Expenditures

(35) Other Services and Charges Operating Fund Expenditures – Category 3 from Operating Budget Form 1. Includes costs for services performed for the library under written or implied contract, by other than employees of the library. Also included are expenditures for utilities, insurance, licenses, rents, tax assessments, and dues to organizations. Includes the amount spent on the repair, maintenance, restoration, or protection of library materials, including but not

limited to binding and rebinding, material conversion, deacidification, lamination, and restoration.

**\*\*REVISED\*\***(35a) Professional Services Operating Fund Expenditure)– Category 3 from Operating Budget Form 1. Include consulting, engineering, architectural, legal and other professional services. Also include licensing fees for databases or other electronic services for the public and staff.

(35b) Communications and Transportation Operating Fund Expenditures - Category 3 from Operating Budget Form 1. Include telephone, telegraph, postage, traveling, professional meetings, freight and express.

(35c) Printing and Advertising – Category 3 from Operating Budget Form 1. Include advertising and publication of notices and printing (other than office supplies, stationery, forms and other office supplies).

(35d) Insurance – Category 3 from Operating Budget Form 1. Include official bonds and other insurance, such as policies covering injury or loss of property.

(35e) Utility Services - Category 3 from Operating Budget Form 1. Include gas, electricity, water, sewage and waste disposal services. Coal, fuel, oil and bottled gas used for heating should be charged to Category 2, Operating Supplies.

(35f) Repairs and Maintenance - Category 3 from Operating Budget Form 1. All expenditures of a contractual nature for repairs of buildings, structures and equipment. If repair is performed by regular employees of the library, labor should be charged to Category 1, Personal Services. Repair parts and materials should be charged to Category 2, Repair and Maintenance Supplies.

(35g) Rentals - Category 3 from Operating Budget Form 1. All expenditures for the use of properties not owned by the library, such as temporary office rooms, store rooms, post office box, safety deposit box, equipment, etc..

(35h) Debt Service (Operating Fund Expenditure) – Category 3 from Operating Budget Form 1 (operating expenditures only). Include expenditure for the reduction of the library's general obligation bonds (principal) and interest only if paid out of operating fund.

(35i) Lease Rental Operating Fund Expenditure – Category 3 from Operating Budget Form 1. Expenditures for the reduction of the principal of the bonds for the lease rental fund and the interest on such funds, only if paid out of operating fund.

**\*\*REVISED\*\***(35j) Other (subcategory of Other Services and Charges Operating Expenditures) – Category 3 of Operating Budget Form 1. Include dues for state and national associations of a civic, educational, professional or governmental nature that have as their purpose the betterment and improvement of library operations, interest on temporary loans, taxes and assessments for streets, sidewalks, sewers and similar improvement, and all other services not included in other classifications. You may include database licensing for public and staff here or in 35a, whichever is relevant.

**\*\*REVISED\*\*** (35) Total Other Services and Charges (Operating Fund Expenditures) - Category 3 from Operating Budget Form 1. Includes Professional Services, Communication and Transportation, Printing and Advertising, Insurance, Utility Services, Repairs and Maintenance, Rentals, Debt Services, Lease/Rental, and Other. Report actual expenditures only, no encumbered funds.

#### Capital Outlays Operating Fund Expenditures

Does not have to balance with Capital Fund Revenues

(36) Capital Outlays Operating Fund Expenditures - Category 4 from Operating Budget Form 1. Capital outlay is usually a long-term expense. Includes expenditures from the library's operating fund for improvements and replacement costs for existing furniture or equipment. Also includes all material expenditures for all formats, print and non-print, and may include electronic formats and access. It may include architectural and/or consultant fees, new buildings, additions, and major equipment purchases.

(36a) Land Operating Fund Expenditure – Category 4 from Operating Budget Form 1. All land owned by the library.

(36b) Buildings Operating Fund Expenditure– Category 4 from Operating Budget Form 1. All permanent buildings owned by the library.

(36c) Improvements other than Buildings Operating Fund Expenditure– Category 4 from Operating Budget Form 1. All other improvements to land owned by the library.

(36d) Furniture and Equipment Operating Fund Expenditure – Category 4 from Operating Budget Form 1. Consists of machinery, implements, tools, furniture, motor vehicles, typewriters, calculators, microfilm readers, photocopy machines, projectors, computers, televisions, and other equipment which may be used repeatedly without material impairment of its physical condition and which has a calculable period of service.

@(36e) Books Operating Fund Expenditure – Category 4 from Operating Budget Form 1. Include book lease(s), government documents and any other print acquisitions.

@(36f) Periodicals and Newspapers – Print subscriptions to magazines, journals, newspapers, and serial back files.

@(36g) Non-printed Materials, Microforms & AV, NOT Electronic Operating Fund Expenditure – Category 4 from Operating Budget Form 1. Include movies on DVD, VHS, records, cassettes, music cds, Books on tape or CD, microform materials. Do NOT include expenditures for computer games, software or database licensing. Do not include library system software and microcomputer software used only by staff (even if they are included in this line of your Budget Form 1).

**\*\*REVISED\*\*** @(36h) Electronic Format Operating Fund Expenditure – Category 4 from Operating Budget Form 1, “Non-printed Materials, Microforms & Audio-Visuals”, if you can separate out these costs (otherwise report them in Non-printed Materials, Microforms & AV).

**Capital items are physical items. Do not include database licenses.** Included are all operating expenditures for electronic format materials considered part of the collection, **whether purchased or leased and which are physical items**, such as programs or databases on CD-ROMs, computer games or software for patron use (or for checkout), ~~database license~~, magnetic tapes, and magnetic discs that are designed to be processed by a computer or similar machine, e-reader (not the files that load into them), ~~electronic files, e-serials, (including journals),~~ government documents, ~~databases (including locally mounted, full text or not),~~ reference tools, scores, maps or pictures in ~~electronic or digital~~ physical format, ~~including materials digitized by the library.~~ Included are operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. If you post operating expenditures for library system software and microcomputer software used only by the library staff to Non-printed Materials (Microforms & Audio-Visuals), report here. Otherwise, report wherever it is posted.

**\*\*ADDED\*\*** @(36i) Purchased/Leased/Licensed/Locally Digitized Electronic Format Materials. Included are expenditures for all electronic formats which are considered part of the collection and are available for use by the public, not for use by staff. These expenditures should also be reported in 35a or 35j.

**\*\*REVISED\*\*** Total Materials - This includes all expenditures for materials purchased or leased by the library for use by the public. It includes Books, Periodicals and Newspapers, Non-printed Materials, Microforms & AV, and Electronic Formats Operating Fund Expenditures. This is a total calculated within the annual report form. **The amount spent for Leased/Licensed/Locally Digitized Electronic Format Materials will be subtracted from 35, Total Other Services and Charges for collection development reporting purposes. It is not added into (36)Total Materials or (37) Total Operating Expenditures.**

**\*\*REVISED\*\*** (36) Total Capital Outlays Operating Fund Expenditures – Total of Land, Buildings, Improvements Other Than Buildings, Furniture and Equipment, Books, Periodicals and Newspapers, Non-printed Materials, Microforms & AV (not Electronic), and Electronic Format.



**\*\*REVISED\*\*** @36.1. Non-operating fund collection expenditures – The PLSC definition of collection expenditures includes expenditures from all funds. Please report expenditures from gift, grant, and any other funds used to purchase library materials, in the following categories. a) Books (include Book Lease), b) Periodicals and Newspapers, c) Non-printed Materials, Microforms & AV, Not Electronic, d) Electronic Format and **(e) Purchased/Leased/Licensed/Locally Digitized Electronic**

**Format** will be added to the operating fund expenditures to produce the PLSC totals for collection expenditures **and will be published to provide data showing libraries with enhanced and exceptional material collection expenditures.**

**\*\*REVISED\*\***(37) Total Operating Fund Expenditures – Total of Total Personal Services, Total Supplies, Total Other Services and Charges and Total Capital Outlays Operating Fund Expenditures. Report actual expenditures only, no encumbered funds.

**\*NEW\*** 37a Operating Expenditure Per Capita – This is the result of an internal calculation; dividing 37, Total Operating Fund Expenditures by 19, the Total Population without Contracts, the library district population which pays taxes for service. This is the number which should be used for the non-resident card. If this number varies drastically from the preceding year, check your total operating fund expenditures and your total population without contract. Contact Edie Huffman with questions.

(38a) Capital Fund Expenditures (NOT Operating Expenditures) - These expenditures COULD come from LIRF, BIRF/Lease Rental, Debt Service, Rainy Day Funds, LCPF, Gift Fund(s), Technology Fund, and other grants but do NOT come from Operating Fund Expenditures. Generally speaking, if the source of the funds was a special appropriation or contribution earmarked for a specific major purchase in the areas mentioned above, NOT operating income, then the expenditure should be counted as capital fund expenditures. Capital is usually a long-term expense. These are costs that are incurred usually for major purchases of or additions to fixed assets. The following include the most common uses of capital funds but are not limited to: building sites (real estate); new building construction; expansion of an existing building; remodeling or major repair of an existing building; initial book stock (sometimes called an opening day collection); furnishings or equipment for a new or remodeled building; new computers, not replacing others; new vehicles; repair to or addition to property (i.e. sidewalks), major emergency repairs or other emergency costs, and digitization expenses. Does not have to balance with Capital Revenue.

**\*\*CHANGED\*\*** @ (38b) Public Use Computer Database licensing, maintenance and purchase fees. Report all expenditures for public use computer database licensing, maintenance and purchase from any funds, operating, gift, or other. DO NOT REPORT LICENSING FEES FOR SOFTWARE FOR STAFF USE ONLY, **DO NOT REPORT EXPENSES FOR CIRCULATION/ILS SYSTEMS.**

@ (38c) Computers for Public Access expenditures. Report all expenditures for computers used for public access to the Internet. DO NOT REPORT EXPENDITURES FOR COMPUTERS USED ONLY BY STAFF.

## Part 6 – Capital Revenue (Income)

Does not have to balance with Capital Fund Expenditures

Rainy Day Funds– A separate fund to which libraries can transfer monies not currently needed for operating expenses.

(39a) Local Government Capital Revenue (Income) – Report all governmental funds received in the report year, designated by the community, district or region and available to the public library for the purpose of major capital expenditures. Include LCPF, BIRF/Lease Rental, LIRF, Rainy Day Funds.

(39b) State Government Capital Revenue (Income) - Report all funds distributed to public libraries by state government for the purpose of major capital expenditures. Include funds from state agencies/government only (Indiana Economic Development Corporation, etc).

(39c) Federal Government Capital Revenue (Income) – Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures. Include funds from all federal agencies (Department of Commerce, Department of Agriculture, etc.)

(39d) Other Capital Revenue (Income) – Report private (non-governmental funds), including grants and gifts received by the library for the purpose of major capital expenditures.

(39) Total Capital Revenue (Income) – This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue and Other Capital Revenue.

## Part 7 – Employment Data

Full-Time Equivalent (FTE) - The total of part-time and full-time employees equated to the number of full-time positions. (Total hours worked divided by the hours in the workweek.) To ensure comparable data, 40 hours per week has been set as the measure of full-time employment by PLSC. This is a number computed within the annual report form.

ALA-MLS Librarian - A librarian with a Master's degree from a graduate program of library and information studies accredited by the American Library Association (ALA). Include all ALA-MLS Librarians, with title or function of librarian, whether paid for through operating expenditures, grant money or with any other funds. Degree may be MLS, MIS, MSLS, MSIS, or other.

(40a) Total Number of ALL Librarians with an ALA-MLS – Number of librarians, with title or function as librarian, with master's degree from programs of library and information studies accredited by the American Library Association. Degree may be MLS, MIS, MSLS, MSIS, or other. Include all ALA-MLS librarians, whether paid for through operating expenditures, grant money or with any other funds.

(40b) Total Hours Paid Per Week For ALL ALA-MLS Librarians - Add together the hours each ALA MLS Librarian, with title or function of librarian, is paid each week (full-time and part-time). Include Librarians whether paid for in operating expenditures, grant money or with any other funds.

(40c) FTE for ALL librarians with an ALA-MLS – This is a number computed within the annual report form, by dividing total hours worked ALL Librarians with an ALA-MLS by 40.

(41a) Total Number of ALL Librarians, including ALA-MLS Librarians - Number of persons with title or function of librarian who perform paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This includes ALA-MLS Librarians. Include all librarians, whether paid for through operating expenditures, grant money or with any other funds.

(41b) Total Hours Paid Per Week For ALL Librarians, Including ALA-MLS Librarians – Add together the hours each librarian, with title or function of librarian, including ALA-MLS librarians, is paid each week (full-time and part-time). Include all librarians, whether paid for through operating expenditures, grant money or with any other funds.

(41c) FTE For ALL Librarians, Including ALA-MLS Librarians - This is a number computed within the annual report form, by dividing total hours worked by ALL Librarians by 40.

(42a) Total Number of ALL OTHER PAID STAFF - This includes all other paid employees. Include all other staff, whether paid for through operating expenditures, grant money or with any other funds. DO NOT include Green Thumb or other employees who are paid by another agency.

(42b) Total Hours Paid Per Week For ALL OTHER PAID STAFF - Add together the hours all other paid employees are paid each week (full-time and part-time). Include all other staff, whether paid for through operating expenditures, grant money or with any other funds. DO NOT include Green Thumb or other employees who are paid by another agency.

(42c) FTE for ALL OTHER PAID STAFF - This is a number computed within the annual report form, by dividing total hours worked by ALL OTHER PAID STAFF by 40.



(43a) Total Number of ALL PAID STAFF - This is a number computed within the annual report form, by adding the number of ALL Librarians and ALL OTHER PAID STAFF.

(43b) Total Hours Paid per week for ALL PAID STAFF – This is a number computed within the annual report form, by adding the hours paid for ALL Librarians and ALL OTHER PAID STAFF.

(43c) FTE for ALL PAID STAFF – This is a number computed within the annual report form, by dividing the total hours paid per week for ALL PAID STAFF by 40.

(44) Number of Hours Per Week Considered to be Full-Time Employment in Your Library - The number of hours that is considered to be full-time will vary from library to library.

## Part 8 – Library Service and Technology

If the exact data are not known for any item, please estimate data. Estimates are very important. Enter “0” if the correct entry for an item is zero or “none.” Please enter “N/A” (Not Available) if you know a particular data item is not “0”, but you don't know what it is and are unable to estimate it.

### Inter-Library Loans

(45a) Provided To Other Libraries – Number of library materials lent by the reporting library to another library upon request. Materials loaned to a branch by another branch, bookmobile or central library of the same system are not counted. Photocopies sent by any means, but not returned, are not counted. Do not include Evergreen transfers, as these are only counted in circulation.

(45b) Received From Other Libraries– Number of library materials borrowed by the reporting library from another library. Materials borrowed from a branch by another branch, bookmobile or central library of the same system are not counted. Photocopies received by any means, but not returned, are not counted. Do not include Evergreen transfers, as these are only counted in circulation.

### Annual Local Library Services

@ (46a)) # of Children's Programs in the Library –Children's programs in the library is the count of programs sponsored by the library and held at the library. Programs may introduce the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services or library tours. Children's programs may also provide cultural, recreational or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

EXCLUDE library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, Dial-A-Story, and mentoring activities. Count each program of a series as one program.

@(46aa) Children's Programs Outside the Library (outreach) –Children's programs outside the library is the count of programs for which the primary audience is children. Count programs sponsored by the library but held at a location outside the library. Count each program of a series as one program. These may include book talks at schools, informational programs about library services, story hours at county fairs, etc. These must be programs planned with content and presented by library staff or volunteers authorized to do so.

46aaa. This is an automatically computed total of # of children's programs held in the library and outside the library.

**\*\*NEW\*\*CHANGED** (46ab) # of Children's Summer Reading Program (SRP) programs (in the library and Outreach). This is the number of programs planned for children (a subset of children's programs in and outside the library). Report number of SRP programs in 46a and 46ab, as appropriate

@(46b) # of Young Adult Programs In the Library - A young adult program is any planned event for which the primary audience is young adult (ages 12-18) and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events. Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

@ (46bb) # of Young Adult Programs Outside the Library (outreach) – A young adult program is any planned event, held outside the library, for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.

Count all young adult programs that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

**\*\*NEW\*\* CHANGED** (46bc) # of YA Summer Reading Program (SRP) programs (in the library and Outreach). This is the number of programs planned for Young Adults (a subset of YA programs in and outside the library). Report number of SRP programs in 46b and 46bb, as appropriate.

@ (46c) # of Adult Programs In the Library – Adults are ages 18+. This is the count of all programs for which the primary audience is adults. Count each program separately, even if it is one of a series.

@(46cc) # of Adult Programs Outside the Library (outreach) – Adults are ages 18+. Adult programs is the count of all programs for which the primary audience is adults, held outside the library. Each program is counted separately, even though it may be one of a series.

**\*\*NEW\*\* CHANGED** (46cd) # of Adult Summer Reading Program (SRP) programs (in the library and Outreach). This is the number of programs planned for Adults (a subset of Adult programs in and outside the library). Report number of SRP programs in 46c and 46cc, as appropriate.

(46d) # of General Programs In the Library – This is the count of all programs for which the primary audience is people of all ages. Each program is counted separately, even though it may be one of a series.

(46dd) # of General Programs Outside the Library (outreach) – This is the count of all programs for which the primary audience is people of all ages, held at a location outside the library.

@(46) Total # of programs– This is the total number of programs for children, young adults, adults, and general audiences. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. This is an automatic total, computed within the annual report. This total includes both in library and outreach programs.

@(46.11) Did the Library Offer a 6 Week Summer Reading Program for Children at Each Fixed Location? - Each fixed location would include central library and each branch.

(47a) Children's Program Attendance in the Library - This is the count of the audience at all programs held in the library for which the primary audience is children and includes adults who attend the program. Attendance at each program is counted separately, even though it may be one of a series.

(47aa). Children's Program Attendance Outside the Library (outreach) - This is the count of the audience at all programs held outside the library for which the primary audience is children and includes adults who attend the program. Attendance at each program is counted separately, even though it may be one of a series.

(47aaa) Total Children's Program Attendance - This is the total count of all attendees of children's programs. It is an automatic total, computed within the annual report, including programs held inside and outside (outreach) the library.

**\*\*NEW\*\* (47ab). # of Children SRP attendees (in house and Outreach) total - This is the actual attendance, not registration. It is a subset of 47a and 47aa and should also be reported in 47a and 47aa,**

(47b) Young Adult Program Attendance in the Library - – The count of the audience at all programs for which the primary audience is young adults 12 through 18 years and includes 18 year olds. Include adults\* who attend programs intended primarily for young adults. Note: Do not count attendance at library activities for young adults that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. \* Please count all patrons that attend the young adult program regardless of age.

**\*\*CHANGE\*\* (47bb) Young Adult Program Attendance Outside the Library (outreach) - The count of the audience at all programs held outside the library for which the primary audience is young adults 12 through 18 years and includes 18 year olds. Include adults\* who attend programs intended primarily for young adults. Note: Do not count attendance at library activities for young adults that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. \* Please count all patrons that attend the young adult program regardless of age. Attendance at each program is counted separately, even though it may be one of a series.**

**\*\*NEW\*\* (47bc). # of YA SRP attendees (in house and Outreach) total - This is the actual attendance, not registration. It is a subset of 47b and 47bb and should also be reported in 47b and 47bb.,**

(47c) Adult Program Attendance in the Library – This is the count of the audience at all programs held in the library for which the primary audience is adults (18+). All other attendees should be counted. Attendance at each program is counted separately, even though it may be one of a series.

(47cc) Adult Program Attendance Outside the Library (outreach) – This is the count of the audience at all programs held outside the library for which the primary audience is adults (18+). All other attendees should be counted. Attendance at each program is counted separately, even though it may be one of a series.

**\*\*NEW\*\* (47cd). # of Adult SRP attendees (in house and Outreach) total - This is the actual attendance, not registration. It is a subset of 47c and 47cc and should also be reported in 47c and 47cc.**

(47d) General Program Attendance in the Library – This is the count of the audience at all programs held in the library for which there is no target audience by age. All attendees should be counted. Attendance at each program is counted separately, even though it may be one of a series.

(47dd) General Program Attendance Outside the Library (outreach) – This is the count of the audience at all programs held outside the library for which there is no target audience by age.

All attendees should be counted. Attendance at each program is counted separately, even though it may be one of a series.

(47) Total attendance – This is the total attendance at programs for children, young adult, adults, and general audience. This is an automatic total, computed within the annual report. This total includes the attendance at in library and outreach programs.

(46.a1) # of Non-Library Sponsored Programs/meetings/events - This is the count of programs/meetings/events which are held in the library but are sponsored by outside groups. This question will help to show the total use of the library building by community groups.

(47.a1) Total Non-Library Sponsored Programs/meetings/events Attendance – This is the total attendance at programs/meetings/events which are held in the library but are sponsored by outside groups. This question will help to show the total use of the library building by community groups.

**Typical Week - A typical week is defined as a time that is neither unusually busy nor unusually slow. Holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or library should be avoided. A week in which the library is open its regular hours is chosen. Seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open in a seven day period) are chosen.**

(48) Total Visits In Library Per Year - Report the total number of persons entering the library in a year, including persons attending activities, meetings, and those persons requiring no staff services. Include all people entering for any reason, even entering and leaving multiple times within one day. Be sure to include numbers from branch(es) and bookmobile(es). You may use a typical week count, then multiply by 52.

@(49) Total Reference Transactions Per Year - Report the total reference questions in a year including questions received from other libraries. A reference question requires knowledge or interpretation by the library staff of the library or its materials. It includes information and referral services. The request may come in person, by phone, by fax, mail, or by electronic mail. You should not report directional questions, queries about library policies or library services, activities, or the use of library equipment as reference questions. Be sure to include numbers from branch(es) and bookmobile(es). You may use a typical week count, then multiply by 52.

Reference Transactions - A reference transaction requires knowledge, use recommendations, instruction in the use of one or more information sources by a member of the library staff or interpretation by library staff of the library or its materials. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs, and other holdings records, and through communication or referral, other libraries and institutions and people inside and outside the library. A request may come in person, by phone, by FAX, mail, electronic mail, or through live or networked electronic reference service from an adult, a young adult or a child. Directional questions, queries about library policies or library services, activities, or the use of library equipment are not considered reference transactions and are excluded. Examples of directional questions include: where are the 800s, where is the bathroom, is your director available, are you open until 9:00 pm tonight. Directional Questions – Directional questions, queries about library policies or library services, activities, or the use of library equipment are not considered reference transactions and are excluded. Examples include: where are the 800s, where is the bathroom, is your director available, are you open until 9:00 pm tonight.

### Electronic Services

(50) Licensed Databases – Report the number of licensed databases (include locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library (local), or by formal agreement with the State Library (state) or a cooperative agreement within the state or region (other). A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. NOTE: The

data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under Current Electronic Serial Subscriptions. Each database is counted individually even if access to several databases is supported through the same vendor interface. Do NOT include INSPIRE.

(50) Report number of licensed databases acquired through payment or formal agreement, by source of access :

(50a) local (local library);

(50b) state (state government or state library (Indiana State Library will complete); or

(50c) other cooperative agreements (or consortia) within state or region.

**\*\*RE-NUMBERED/REVISED\*\* (50e)** # of Searches of Public Use Databases to which the Library Subscribes – This is the number your vendor supplies for the databases to which You Subscribe. Request COUNTER COMPLIANT statistics from your vendor. Do NOT include statistics of usage of library process databases (including cataloging, acquisitions, etc.)

**\*\*NEW\*\* (50ee)** # of Sessions of Public Use Databases to which the Library Subscribes – This is the number your vendor supplies for the databases to which You Subscribe. Request COUNTER COMPLIANT statistics from your vendor. Do NOT include statistics of usage of library process databases (including cataloging, acquisitions, etc.)

**\*\*RE-NUMBERED\*\* (50f)** Name(s) of Public Use Databases to which the Library Subscribes – List the names of all public use databases to which the library subscribes. Use the official name as published by the vendor. Do NOT include library process databases.

**\*\*RE-NUMBERED and REVISED\*\* (50g)** Subject(s) of Public Use Databases which the Library BOTH Produced AND Owns – List ONLY the subjects of public use databases produced and owned by the library. Do NOT include commercial databases, **available by subscription**.

(51a) Users of Public Internet Computers Per Year – Report the total number of individuals that have used Internet computers in the library in the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, cd-rom reference resources, games, etc.) and Internet users cannot be isolated, report all usage. Count each customer that uses the electronic resources, regardless of the amount of time spent on the computer. A customer who uses the Internet computer three times a week would count as three users. Be sure to include numbers from branch(es) and bookmobile(es). You may use a typical week count, then multiply by 52. Sign-up forms or Web-log tracking software also may provide a reliable count of users. Formerly known as “Number of Patrons Accessing Electronic Resources In-house in a Typical Week”. Many libraries have scheduling software, the use of which provides an accurate count.

**\*\*NEW\*\* (51a1) Users of Wireless Connections in Building (or Outside) Per Year – Report the total number of individuals that have used the wireless connection to access the library’s Internet site in the last year. Count each customer that uses the electronic resources, regardless of the amount of time spent on the computer. Count laptops supplied by the customer and checked out by the library. A customer who accesses the wireless connection three times a week would count as three users. Be sure to include numbers from branch(es) and bookmobile(es). You may use a typical week count, then multiply by 52. Web-log tracking software may provide a reliable count of users.**

(51b) # of Hours Public Library Internet Computers Used per Year – This is the number of hours patrons use the library’s Internet computers in one year. If you cannot supply the answer with a computed or typical week total, answer “N/A”.

**\*\*REVISED\*\* (51c-e)** Supply whatever count is available. Some libraries receive counts of pages viewed on web pages in domain and hits on home page and hits on public access catalog from their ISP (Internet Service Provider), some may receive only one or two of the requested measures.



**\*\*NEW\* \*51a1. # of Users (sessions) of Wireless Connections in Building per Year - Include laptops provided by patrons or circulated in building by library. There are programs which can supply such information.**

@ (52a) Internet Access – Report the library as providing Internet access only if one or more of the following services are accessible: World Wide Web (WWW), telnet, gopher, file transfer protocol (ftp), or community network. Do not answer "YES" if the library has access to electronic mail only. Internet access in branches is reported separately.

(52b) Type of Internet Access in Central Building Only – Choose type of Internet access from drop box menu. List only the bandwidth available (that is, if you have a T1 but it's turned down to a 128, list 128, etc.) If your library does not have one of the choices listed, mark "Other. Internet access in branches is reported separately.

@ (52c) Specify Other – Specify the type of Internet access if it is not listed in the drop box for 52b.

@ (52d) Speed of Internet Access – Specify the speed of Internet Access in the Central Building (e.g. Fiber Optic may be 15 mbs, 30, 45, etc.). Speed of Internet access in branches is reported separately.

@(53a) Number of Computer Terminals Used by General Public and Connected to Internet System-wide – Count only computers used by general public and connected to the Internet (count all Gates computers in this category, even if set to child's profile) at central library, branches and bookmobiles.

@ (53aa) Number of Printers Connected to Computer Terminals Used by the General Public System-wide – Count only printers connected to computers used by the general public at central library, branches and bookmobiles.

@ (53aaa) Number of Scanners for the General Public System-wide – Count only scanners available to the general public at central library, branches and bookmobiles.

@ (53b) Number of Computer Terminals Used by Staff with Office Software and Connected to the Internet System-wide – Count all computers used by staff with office software and connected to the Internet at central library, branches and bookmobiles.

@(53bb) Is There a Printer for Staff Computer Use – Response is only "yes" or "no".

@ (54a) Is There a Wireless Hub in the Central Building? - Branch wireless hub is listed in the section on branches.

(54b) Voice Over IP – Does the library provide Voice Over IP service? Response is only "yes" or "no".

(55a) Does your library have an automated bookkeeping system – Response is only "yes" or "no".

(55b) Name of system- Please indicate the full, official name of the bookkeeping system. State Board of Accounts does not approve the system, just the forms generated by the system.

(56a) Does Your Library Use an Integrated Library System – Response is only "yes" or "no".

(56b) Name of system - Please indicate the full, official name of the system. NOTE - If you have signed a contract for a new system to replace an old one within the last year, please provide the name of the new system and indicate estimated installation date. \*\*If you have issued an RFP within the last year, please send a copy to the Library Development Office to share with other libraries\*\*.

@(56c) Is the library catalog online – Response is only "yes" or "no"

## Part 9 – Circulation and Holdings

### Circulation

**\*\*REVISED\*\*** (57) Circulation - Transactions involving lending print and non-print materials from the library's collection for use by patrons generally outside the library and includes charging materials manually or electronically. Each renewal is also reported as a circulation transaction. DO NOT include in-house use of materials in 57a or 57b. Include interlibrary loans (items borrowed by your library and lent to your patron); report them also as Inter Library Loan transactions. **One download = one circulation, whether it is one book or one song.**

(57a) Total Circulation of All Materials – Include all materials (print and non-print) charged out to patrons (or staff) of all ages either manually or electronically. Estimates are acceptable. INCLUDE Playaways. **One download = one circulation, whether it is one book or one song.** Do NOT include equipment, computer usage or in-house usage of materials. Equipment circulation is reported in 57i. Computer usage is reported in 51a and/or 51b. In-house usage is reported in 57c.

(57b) Circulation Of All Children's Materials – Materials cataloged as appropriate for patrons ages 0-14. This is a subset of total circulation of all materials. Estimates are acceptable. Do NOT include equipment, computer usage or in-house usage of materials.

(57c) Total In-house Usage of Materials – Count all materials used in the library but not checked out, including materials not allowed to circulate or be removed from the library. This may include materials used by staff for library purposes (programs, collection development), genealogical or local history materials, reference and circulating materials used by patrons in the library which staff re-shelve. DO NOT add into circulation count. You can use a typical week count, then multiply by 52. Estimates are acceptable. DO NOT include equipment or computer usage.

(57d) Did your Library Circulate Laptops? – Response is "yes" or "no". Include use in the library or checkout for use outside the library.

(57e) Number of Annual Circulations of Laptops– Provide number of annual circulations of laptop computers. Usage in the building should also be reported in questions 51a and/or 51b.

(57f) Did Your Library Circulate Kindles, MP3s or other Electronic Book Reading or Music-playing Devices – Response is only "yes" or "no". Include use in the library or checkout for use outside the library.

(57g) Number of Annual Circulations – Provide number of annual circulations of electronic book reading or music playing devices.

(57h) Did Your Library Circulate Other Equipment – Include any other equipment checked out for use in the library or outside the library, including but not limited to: any audio-visual device, die-cutter, anything used to access information in any format unless reported in 57d or 57f.

(57i) Number of Annual circulations – Provide number of annual circulations of other equipment.

#### Selected Holdings

- Selected holdings only. This is NOT a count of ALL materials which the library owns.
- Microfilm, microfiche, other microforms - Do NOT count any microforms except for current serial subscriptions.
- Do not count any realia (puzzles, puppets, toys, cake pans, etc.)
- Holdings – Materials the library has acquired as part of the collection and catalogued, whether purchased, leased, or donated as gifts.
- Physical Unit - A physical unit is a book volume, reel, disk, cassette, etc. Items which are packaged together as a unit, e.g. two compact disks, and are generally checked out as a unit, are counted as one physical unit.

(58a) Books - A nonperiodical/non-serial printed publication (including music and maps) bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

(58b) Bound Serials - Serials are publications issued in successive parts, usually at regular intervals and as a rule, intended to be continued indefinitely. Serials include periodicals



(magazines), newspapers, annuals (reports, high school or college yearbooks, etc.), memoirs, proceedings, and publications of societies. Count each bound volume of a serial as one item. If you have more than half the issues of a publisher's volume in unbound copies, count each publisher's volume as one volume.

**\*\*REVISED\*\*** (58c) Video Materials - These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, web-based or downloaded files, etc. Report the number of units, both physical and electronic, including duplicates. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit. ~~For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).~~

**\*\*NEW\*\*** (58cc) Video – downloadable titles. These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC) or through a physical library catalog.

(58d) Audio Materials(Physical units) - These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio CD-ROMS, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files. Report the number of units, including duplicates. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit. **\*\*NEW\*\*** (58dd)

**\*\*NEW\*\*** (58dd) Audio Materials (Downloadable titles) – These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Report the number of titles. Report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC) or through a physical library catalog.

(58e) Electronic Format - Reference or printed information on CD-ROMS, Magnetic Tapes, Floppy Disks, DVDs (which are of a non-film nature, such as a reference book) or computer disks, magnetic tapes and other formats. You should count and report each physical unit, so that you would count each CD or each floppy disk in a multiple-disk set. Examples are U.S. Census Bureau CD-ROMs or data tapes, locally mounted databases, serials and reference tools. DO include ResumeMaker, cemetery records or other software used by patrons or by staff for patrons. Do NOT count individual files on a disk or any software that is used only by the staff. Include cataloged and non-cataloged items. Do NOT include software loaded onto a computer for which you do not have a physical disk, which includes all pre-loaded software on \*CHANGE\* Gates computers. DO NOT include Electronic Books or Electronic Subscriptions in this count.

(58f) Electronic Books (E-Books) - Digital documents, (including those digitized by the library), licensed or not, where searchable text is prevalent and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to a user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit. Note: Under this category, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

(58g) Current Serial Subscriptions - Includes Periodicals and Newspapers, print or microfilm ONLY. Report the total number of serial subscription titles, including duplicates. Report paid and gift subscriptions. Do not report individual issues. These are print and microfilm subscriptions only - NOT electronic or digital subscriptions. Include the total number of subscriptions for all outlets.

~~Delete (58h) Current Electronic Serial Subscriptions—(DO NOT INCLUDE INSPIRE) The number of current electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Includes serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text content (e.g. EBSCO Host, ProQuest, OCLC FirstSearch). Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: (a) via the Internet (e.g. HTML, PDF, JPEG, or compressed file formats such as zipped files), (b) on CD-ROM or other portable digital carrier, (c) on databases (including locally mounted databases), and (d) on diskettes or magnetic tapes. Do not include Electronic Format or Electronic E-books in this count.~~

(58.1) Print Materials – This is an automatically computed total of Books and Bound Serials, required by PLSC.

#### Part 10 – Library Board

- Enter the most current information available.
- List all county contractual board members, if appropriate.
- Contact the Library Development Office with updates throughout the year.

CHECK TO MAKE SURE YOUR DATA IS FILLED IN ACCURATELY.

(59a) Report any office currently held by each board member and list each board member only once.

President

President of County Contractual Library Board (if appropriate)

Vice President

Vice President of County Contractual Library Board (if appropriate)

Secretary

Secretary of County Contractual Library Board (if appropriate)

Treasurer

Board Member

Treasurer/employee (please use this designation if appropriate)

(59b) List each board member's first name or initial.

(59c) List each board member's middle initial (optional) or middle name, if used in place of first name.

(59d) List each board member's last name.

(59e) Report the board member's home street address.

(59f) Report the board member's home city.

(59g) Report the board member's home zip code.

(59h) Report the board member's email address.

(59i) List the appointing authority:

County Contractual Appointment (ONLY FOR THE 4 LIBRARIES WHICH ARE COUNTY CONTRACTUAL LIBRARIES)

County Commissioners

County Council

Library board/employee

Other - Class 2 Library Appointment (Only CLASS 2 LIBRARIES OR CLASS 2 WHICH HAVE ACCEPTED FINANCIAL PROVISIONS OF THE 1947 LIBRARY LAW).

School Board

Township Board

Town Board/City Council/Mayor

(59j) Report the date the board member's term expires. (VERY IMPORTANT)

(59k) Report the number of consecutive terms the board member has held (including the first term through this term). Include years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). (VERY IMPORTANT)

(59l) Report the date the member was initially appointed. (VERY IMPORTANT)

## Part 11 – Salary Section

- Director salary is reported as an annual figure.
- All other categories are to be reported as minimum hourly rate and maximum hourly rate, using dollars and cents.
- Report the most current information available.
- Remember, for purposes of this report, if an individual is referred to as a librarian within your library, they are considered a librarian.
- Report the certification level required for the position, not of an individual in the position.

### Job categories

(74a) Director - Head of library. List the annual salary. Indiana is an at-will employer state. Most directors will not have a contract. Indicate whether director has a contract.

(75) Assistant or Associate Director - Librarian ranking next to the Library Director and having responsibility for library activities in the absence of the Library Director.

Department Head, Manager or Supervisor - Librarians at the Department Head level who may have supervisory responsibility for other professional librarians and/or clerks.

Branch Head - May be a staff librarian, but should be reported separately because of their unique position of Branch Head. Branch Heads spend at least half of their work week in a branch library setting and are usually responsible for the branch library services, programs, and personnel.

Administrative Assistant - May include a variety of job titles such as Director's Secretary or Assistant to the Director. May have more administrative responsibility than typical clerical positions, but not the professional or managerial responsibilities.

Automation, Network or System Manager - Manages the operation and maintenance of the library's computer systems, including the library's automation system and microcomputer applications. Develops and manages installation of various types of computer networks. Serves as contact with internet provider. Possibly trains staff and public in use of equipment and software. Analyzes and troubleshoots software and equipment problems.

Business Manager - Responsible for managing Business Office activities.

Cataloging or Technical Services Librarian - Both experience and entry-level librarians.

@Children's Librarian – Children's Reference Service and/or Programming. Both experienced and entry-level librarians.

@General Reference or Adult Librarian - Adult and/or Reference Service and/or Programming. Both experienced and entry-level librarians.

@Young Adult Librarian - Young Adult Reference Service and/or Programming. Both experienced and entry-level librarians. ALA defines "Young Adult" as ages 12-18.

Indiana History, Local History, or Genealogy Librarian - - Indiana History, Local History, or Circulation Librarian - Circulation Desk. Both experienced and entry-level librarians.

Genealogy Reference Service. Both experienced and entry-level librarians.

Audio Visual Librarian - Responsible for developing a program of AV services and supervising all AV activities and staff.

Specialist (Professional) - Category for library professionals, including but not limited to Training Specialist, Public Relations Specialist, Outreach Specialist, Human Resource Manager, Artist, and Printing Manager, who generally do not hold a master's in library science but certainly may.

Library Assistant - Paraprofessional working in any area of the library, who assists librarians in providing a library service.

Bookkeeper or Treasurer - Responsible for keeping the financial records and accounts for the library.

Secretary or Receptionist - Knowledge of some office skills. May be responsible for answering phone.

Library Technician (including computer) - Involves more responsibility than clerical category, usually specialized, and of considerable variation and complexity.

Clerical or Aide - Knowledge of basic clerical skills and elementary knowledge of library procedure.

Maintenance, Custodian, Janitor, or House-keeper. - Responsible for maintaining the library building and/or grounds in a clean and orderly condition and in good repair. Do not include any staff that is paid by contract.

Security - Security provides security during the hours the building is open or closed for staff, patrons, and the building. Do not include any staff that is paid by contract.

Bookmobile Driver - Bookmobile Driver.

Messenger/Courier – Messenger or courier responsible for pickup and delivery of library materials.

Page, Intern or Student Assistant - Shelves books and other materials, with other duties as assigned. Typically a part-time position with no supervisory responsibilities.

Substitute - Temporary substitute employee in any job category.

(75a) List certification level of job classification if it were advertised, not the certification level each current employee holds.

(99) Other - Any other job category that it is not possible to include in above list. Please be specific.

(100a) List certification level of job classification if it were advertised, not the certification level each current employee holds.

Employee Fringe Benefit Information

For each benefit listed in the drop-down, please ADD a Group whether it is provided by your library for full time and part time employees.

Please give the most current information available.

(101) Benefit description:

PERF - Public Employees Retirement Fund

Deferred Compensation - A political subdivision may do the following: 1. agree with any employee to reduce and defer any portion of such employee's compensation which under federal law may be deferred under a nonqualified deferred compensation plan and subsequently contract for, purchase, or otherwise procure insurance and investment products appropriate for a nonqualified deferred compensation plan for the purpose of funding a deferred compensation plan for such employee or 2, contribute amounts before January 1, 1995 and continue or begin to contribute amounts after January 1, 1995 to a nonqualified deferred compensation plan on behalf of eligible employees, subject to any limits and provisions under Section 457 of the Internal Revenue Code (IC 5-10-1.1-1).

Health Insurance

Health Savings Account (HSA)

Dental Insurance

Life Insurance

Vision Insurance

Disability

Paid Time Off for Continuing Education

Reimbursement for Continuing Education

(109a) Other Fringe Benefit - Please specify. Do not include benefits reported in paid days off per year.

## Paid Days Off Per Year

Please indicate the number or range of numbers of PAID DAYS OFF per year for entry-level full time librarians and support staff and entry-level part time librarians and support staff.

Remember, for purposes of this report, if an individual is referred to as a librarian within your library, they are considered a librarian.

Please give the most current information available.

(111a – d) Number of Vacation Days

(112a – d) Number of Sick Days

(113a – d) Number of Personal Days

(114a – d) Number of Holidays

(115a – d) Number of Funeral/Bereavement Days

(116a – d) Other Days

## Part 12 – PLAC Loans

Number of items lent to patrons using a PLAC card.

Complete the report for PLAC loans your library made to patrons from other libraries from January 1 through December 31 of the report year.

The number of loans must be an accurate count of PLAC activity. Estimates may not be used.

Do NOT include any miscellaneous or out of state loans as PLAC loans.

Do NOT include any reciprocal borrowing (RB) loans as PLAC loans.

(117aa) –If you made no PLAC loans - If you did not loan any materials to PLAC patrons from other libraries, enter “0”.

The reporting library should show no PLAC loans, as its residents do not need a PLAC card for loans. There should be NO number next to your own library’s name.

List the total number of loans from each home library. Be sure to include branch library totals in the home library’s total. (Home library is the PLAC card holder’s library which their property tax supports or where they purchased a non-resident card.)

For example, a patron from Starke County Public Library (the city of Knoxville) uses a PLAC card at Knoxville County Public Library (the city of Vincennes) to borrow 10 items. Knoxville County Public Library would report 10 loans to Starke County Public Library (the city of Knoxville).

## Part 13A – Statement of Compliance with Current Standards for Public Libraries

Answer each standard yes or no, as applicable.

@ indicates standard which is verified by annual report question

\*\* indicates current and future standard

~~ indicates slight difference in future standard

++ indicates substantial change in future standard

For each “no” answer, provide details in Part 14, Statement of Intent to Comply with Standards.

\* \*\*~~(118 a –d) Laws - Your library must follow all laws listed.

\*\*~~(119) Federal laws affecting employment and facilities management - These include, but are not limited to, Family Medical and Leave Act (FMLA), Fair Labor Standards Act and others.

\*\*~~(120) Written Bylaws – The board must have written bylaws which it follows for operational procedures. The library is encouraged to file a current copy with the Indiana State Library, Library Development Office.

\*\* (121) Written long-range plan for 2-5 years – Such plans should encourage participation by the community, library board and staff. The library is encouraged to file a current copy with the Indiana State Library, Library Development Office.

\*\*++ (122) Current written technology plan – Required for e-rate. The Indiana State Library, Library Development Office must approve this plan and will send you a letter of verification.

\*\* (123) Collection development policy and principles of access – This is a plan for selecting materials for your collection and for dealing with questions of evaluation and suitability for patron groups. The Library board is encouraged to adopt the principles of the Library Bill of Rights.

\*\*~ (124) Separate functions of board and director – The board is responsible for governing the library by writing policy, developing a long-range plan and delegating management responsibility to the director. The director is responsible for managing the day-to-day operations to carry out

\*\*~ (125) In the Public Trust - The current state publication for trustees that is approved by the Indiana State Library. There are chapters on all aspects of the library's operation. The board is encouraged to participate in at least one seminar or workshop pertinent to their duties each year.

\*\* (126a) Full-time director – The director is paid for 35-40 hours per week, or if the library is open fewer than 35 hours per week, the director is paid for the number of hours that the library is open.

\*\* (126b) Appropriate certification – Does the director hold the appropriate permanent certificate at the level required for the library's served population? If the director holds a temporary certificate, check "no".

\*\*~ (127) Classify employees, adopt schedules of salaries or salary ordinance, and prescribe duties of employees – The Library Development Office maintains a file of samples.

\*\*~ (128) Written personnel policies and procedures – Essential for fair and consistent administration of personnel practices and actions.

\*\* (129) Continuing education – The library is encouraged to support continuing education for staff and trustees with paid time off and financial assistance for fees, travel, lodging and related expenses on an annual basis.

\*\* (130) Library facilities meet local, state, and federal building and health and safety codes – Report for all buildings in library system, central library and any branches.

\*\*~ (131) Americans with Disabilities Act – If there are steps to your building or other physical barriers that would prevent entry to your building by everyone but the library complies with the law by providing home delivery of materials, curbside services, etc., check "yes".

\*\*++@ (132) Hours of service – (Choose highest level of hours of service)

(132a) A library serving a population under 15,000 must be open a minimum of 20 hours each week, including at least 1 evening (until 6:00 pm or later) and some hours on 1 weekend day.

(132b) A library serving a population between 15,000 and 30,000 must be open a minimum of 45 hours each week, including at least 2 evenings (until 6:00 pm or later) and at least one 1 weekend day.

(132c) A library serving a population of over 30,000 must be open a minimum of 55 hours each week, including at least 3 evenings (until 6:00 pm or later) and at least one 1 weekend day.

Answer N/A to each level which does not apply to your library's situation or "No" if your library is not open the minimum number of hours or the requisite evening or weekend hours for your population size.

\*\*~ (133) Minimum service – @ (c) Telephone listed in the library's name (d) Interlibrary loan free of charge to Indiana libraries (other than reimbursement for actual photocopy and postage or freight costs)

(134) Member of INCOLSA – Paid member of INCOLSA, which provides Interlibrary Loan as well as other services.

\*\*++ (135d) Audiovisual services – Audiovisual materials (audiocassettes, music or spoken word cds, videocassettes, DVDs, etc.), audiovisual programs, specialist staff in audiovisual materials and services, for example

\*\*++ (135e) Special services – For special populations such as people who are blind, deaf or physically handicapped. Types of services could include books-on-tape or large print books, accessible computer workstations, sign language interpreters, etc.

effective January 1, 2011

This section is intended to assist in determining where your library is in the process of working towards compliance with the proposed standards, it does not affect your compliance with standards in 2009 or 2010.

@ indicates standard which is verified by annual report question

^^ indicates proposed standard

++ indicates addition to current standard

~~ indicates revision of current standard

Please answer only "yes", "no", or "n/a" if applicable, not both and DO NOT skip a question

^^(138) Does your library follow all other Indiana laws that affect municipal units- This includes IC 36-12, IC 4-23-7 and 4-23-7.1, IC 6-1.1, all laws mentioned in the Accounting and Uniform Compliance Guidelines Manual for Libraries and any other relevant laws and administrative codes, such as 590 IAC.

^^(139) With the advice and recommendations of the library director, has the library board adopted the proposed library budget? – The director and board should cooperate to produce a budget which reflects the services and programs the library intends to make available to the library district residents for the coming year. Also, failure to properly adopt the proposed budget for the next year can result in the library's being forced to work with the budget for the previous year.

++(140) Written personnel policies and procedures address at least the following: (a) Recruitment (b) Selection and (c) Appointment – Personnel policies and procedures should address all foreseeable employment situations.

^^(141) The library board has written by-laws that address conflicts of interest issues and nepotism – A conflict of interest (which includes nepotism) description and form are in the Accounting and Uniform Compliance Guidelines Manual for Libraries on pages 7-1 to 7-6.

++(142) At a minimum, the long-range plan of service includes the following: (list).

All of the above-mentioned elements are necessary to report the long-range plan as compliant with standards.

++(143) At a minimum, the technology plan includes the following: (list).

All of the above-mentioned elements are necessary to report the technology plan as compliant with standards. TechAtlas (through WebJunction) is a tool available for developing this plan.

++(144) The library complies with provisions of the federal Americans with Disabilities Act to make its digital services available to everyone. – Digital and web services should be accessible to anyone using a screen reader, Braille display or any other type of special computer access. This can be checked by using a program which evaluates accessibility. You may also ask a patron who uses such access to use your website to help you design the website.

^^(145). Does the library expend at least

@(145a) 7.5% of its operating fund expenditures for library collections (Minimum)?

@(145b) The equivalent of 15% of its operating expenditures, (which includes operating, gift and related funds) (Enhanced) - This is not a mandatory question.

@(145c) The equivalent of 20% of its operating expenditures, (which includes operating, gift and related funds), for library collections (Excellent) – This is not a mandatory question.

^^ (146) The library provides the following means of communication with the public:

(146a) An answering machine, voicemail, or other similar technology to provide operating hours of the library?

@(146b) An email address or a means of electronic contact for the library listed on the library's website – The address may either be a general email address, for a specific department or staff person or the director's address



@(146c) A means to provide copies to the public at each location – A copy machine or scanner/computer/printer set up would be examples

@(146d) Technology available to transmit documents electronically or through phone lines, ex. fax machine – Scanner is also acceptable.

All of the above-mentioned elements are necessary to report the long-range plan as compliant with standards.

^(147) A website to include: (list).

All of the above-mentioned elements are necessary to report the long-range plan as compliant with standards.

^(148) The library lends materials through at least one of the following:

(148a) Statewide reciprocal borrowing program – The library must have a signed agreement on file with the Indiana State Library/Library Development Office and be listed on the statewide list posted on the State Library website.

(148b) OCLC Resource Sharing

(148c) Evergreen Indiana – Do not answer “yes” if you are not yet an Evergreen library or have not yet signed a contract to join Evergreen Indiana.

(148d) Local reciprocal borrowing with at least one other public library district within your county or an adjacent county - Each library must have a signed agreement on file with the Indiana State Library/Library Development Office

^(149) The library participates in the statewide delivery service provided by the Indiana state library with the following frequency from a single fixed location within the library district: - Contact LDO if you have questions about your service. Answer only for the size population your library serves. For enhanced or exceptional/exemplary service, answer “yes” or “N/A” for your size population

^(150) Adult services: (list ) - (a through d are required questions, e and f are not required)

(150e) – Enhanced – Answer “yes” or N/A”.

(150f) Exceptional/exemplary – Answer “yes” or “N/A”.

^(151) Young Adult services: (list ) - (a through d are required questions, e and f are not required). ALA defines “Young Adult” as ages 12-18.

(151e) – Enhanced – Answer “yes” or N/A”.

(151f) Exceptional/exemplary – Answer “yes” or “N/A”.

^(152) Children's services: (list ) - (a through d are required questions, e and f are not required)

@(152d) Provide an annual summer reading program for a minimum of six weeks at each fixed location (includes central library and branch(es)).

(152e) Enhanced – Answer “yes” or “N/A”.

(152f) Exceptional/exemplary – Answer “yes” or “N/A”.

@^(153) Library sponsored programming shall be provided with the following minimum frequency within each library district:

@(153a) 5 library programs for every 1,000 people served per year, with a minimum of 12 library programs per year regardless of population served (Minimum/Basic)

@(153b) at least 10 library programs for every 1,000 people served per year, with a minimum of 12 library programs per year regardless of population served (Exceeding/Enhanced) . – Answer “yes” or “N/A”.

@(153c) at least 15 library programs for every 1,000 people served per year, with a minimum of 12 library programs per year regardless of population served (Exceptional/Exemplary). – Answer “yes” or N/A”.

++(154) Provide access directly or through the Indiana State Library to large print books, Braille books, audio books, and enhanced media to patrons who are unable to read regular print, because of a visual or a physical disability. – Applications may be downloaded from the Indiana State Library website. Librarians are authorized to sign applications for patrons with visual or physical difficulties with regular print. (This includes someone who is allergic to ink, cannot hold

a book, etc.) A medical doctor must sign an application for a patron with a learning disability.

Visit this URL for more information: <http://www.in.gov/library/tbbl.htm>

@^(155) An Integrated Library System with an Online Public Access Catalog available on the library's website. - Both questions are in the annual report.

^(156) Technology

@(156a) The library provides public access computers with a minimum Internet connection speed of 1.5 Mbps per fixed service location. – Consult the Library Development Office, Indiana State Library if you have questions.

(156b) The library provides public access computers to all persons regardless of residency, so long as such use would not violate any laws or other legally binding prohibitions imposed upon the person, including, but not limited to, fines owed to the library or violations of library policies. – This includes computers purchased by library funds as well as computers purchased with a Gates grant or donated computers. Your library may have policies which prohibit computer use under certain conditions. The policies should be available to the public.

@(156c) The library has a base level of technology consisting of at least one staff computer with office software and operating systems, connected to the internet and a printer. – Each element must be present to answer “yes”.

Public access computers shall be connected to the Internet and printers as detailed below: - Minimum/Basic

(156d) Class A and B Public Library (population from 10,000 on up) - Answer only for the size population your library serves, “yes” or “N/A”. If your library is not in this size population, skip 156e and 156f.

(156g) Class C Public Library (population up to 9,999) - Answer only for the size population your library serves, “yes” or “N/A”. If your library is not in this size population, skip 156h.

Exceeding/Enhanced

(156i) Class A and B Public Library (population from 10,000 on up) Answer only for the size population your library serves, “yes” or “N/A”. If your library is not in this group, skip 156j, 156k and 156l.

(156m) Class C Public Library – Answer only for the size population your library serves, “yes” or “N/A”. If your library is not in this group, skip 156n, 156o, 156p.

Exceptional/Exemplary

(156q) Class A and B Public Library (population from 10,000 on up) – Answer only for the size population your library serves, “yes” or “N/A”. If your library is not in this group, skip 156r, 156s, 156t.

(156u) Class C Public Library - Answer only for the size population your library serves, “yes” or “N/A”. If your library is not in this group, skip 156v, 156w, and 156x.

@^(157) The library purges or marks inactive unused library patron cards at least once every three years, deleting those patrons who have not used the card in the last three years and do not owe materials, fines, or fees to the library. – The American Library Association suggests that patron files be purged at least every three years.

@~~ ++ (158) Hours of service are provided to allow the greatest possible access for the community as follows for each public library system, considering the total unique hours (non-overlapping hours of the central library and branches) the district is open for regular public service for the majority of the year..

@(158a) Class A Libraries (population 40,000 and up). – Answer only for size population your library serves, “yes” or “N/A”. If your library is not in this group, skip 158b, 158c, and 158d.

@(158e) Class B Libraries (population 10,000 up to 39,999) – Answer only for size population your library serves, “yes” or “N/A”. If your library is not in this group, skip 158f, 158g, and 158h.

@(158i). Class C Libraries (population up to 9,999). - Answer only for size population your library serves, “yes” or “N/A”. If your library is not in this group, skip 158j, 158k, 158l.

List standard # and provide an explanation as to why you answered “no” to any question in Part 13A, Statement of Compliance with Standards for Public Libraries AND Describe actions to be taken to comply with each “no” answer.

#### Part 15 – Supplement

**\*\*NEW\*\*160.** How much money did your library receive from the sale of non-resident cards in 2010? - List the dollar amount received from the sale of non-resident cards.

**\*NEW FOR 2011 ANNUAL REPORT\*** (each branch and bookmobile will be separately reported in 2011) This is a question designed to track the actual hours an outlet (central, branch, or bookmobile) is open during the year. Indiana will collect it by the week. Questions 5 and L will be deleted in 2011.

**\*\*NEW\*\* 166a.** Total weekly winter hours central library - This is the number of weekly public service hours for outlets (reported individually by central) in the winter, if there are shortened hours in the summer or for the entire year, if not. Note: Include the **actual** hours open for public service for centrals. Minor variations in actual public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be included.

**\*\*NEW\*\* 166b.** # of weeks for winter hours schedule central library – Number of weeks in a year for which the winter hours schedule is followed. This may be the entire year.

**\*\*NEW\*\* 166c.** Total weekly summer hours central library- - This is the number of weekly public service hours for outlets (reported individually by central) in the summer, if there are shortened hours in the summer. Note: Include the **actual** hours open for public service for centrals. Minor variations in actual public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be included. This may not apply to your library.

**\*\*NEW\*\* 166d.** # of weeks for summer hours schedule central library- Number of weeks in a year for which the winter hours schedule is followed. This may not apply to your library system.

**\*\*NEW\*\* 167a.** Total weekly winter hours branch library - This is the number of weekly public service hours for outlets (reported individually by branch) in the winter, if there are shortened hours in the summer or for the entire year, if not. Note: Include the **actual** hours open for public service for branches. Minor variations in actual public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be included. If your library system has no branches, this does not apply. This will be collected by individual branch in 2011. List branch name and hours.

**\*\*NEW\*\* 167b.** # of weeks for winter hours schedule branch library – Number of weeks in a year for which the winter hours schedule is followed. This will be collected by individual branch in 2011. If your library system has no branches, this does not apply.

**\*\*NEW\*\* 167c.** Total weekly summer hours branch library- - This is the number of weekly public service hours for outlets (reported individually by branch) in the summer, if there are shortened hours in the summer. Note: Include the **actual** hours open for public service for branches. Minor variations in actual public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be included. Add all branch hours together. This may not apply to your library system. This will be collected by individual branch in 2011. List branch name and hours

**\*\*NEW\*\* 167d.** # of weeks for summer hours schedule branch library- Number of weeks in a year for which the winter hours schedule is followed. This may not apply to your library system. This will be collected by individual branch in 2011.

**\*\*NEW\*\* 168a.** Total weekly winter hours bookmobile - This is the number of weekly public service hours for outlets (reported individually by bookmobile) in the winter, if there are shortened hours in the summer or for the entire year, if not. Note: Include the **actual** hours

open for public service for bookmobiles. Minor variations in actual public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be included. If your library system has no bookmobiles, this does not apply. This will be collected by individual bookmobile in 2011.

**\*\*NEW\*\*** 168b. # of weeks for winter hours schedule for bookmobile library – Number of weeks in a year for which the winter hours schedule is followed. This will be collected by individual bookmobile in 2011. If your library system has no bookmobiles, this does not apply.

**\*\*NEW\*\*** 168c. Total weekly summer hours bookmobile library- - This is the number of weekly public service hours for outlets (reported individually by bookmobile) in the summer, if there are shortened hours in the summer. Add all bookmobile hours together. Note: Include the **actual** hours open for public service for bookmobiles. Minor variations in actual public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be included. This may not apply to your library system. This will be collected by individual bookmobile in 2011.

**\*\*NEW\*\*** 168d. # of weeks for summer hours schedule bookmobile library- Number of weeks in a year for which the summer hours schedule is followed. This may not apply to your library system. This will be collected by individual bookmobile in 2011.